

**FRANKLIN COUNTY  
DEPT. of JOB and FAMILY SERVICES  
80 East Fulton Street  
Columbus, Ohio 43215**

**J O B   A N N O U C E M E N T**

**POSITION TITLE:** Administrative Secretary (Non-Bargaining) **P.C.N.:** 101001

**DEPARTMENT:** Northeast Opportunity Center **P.R.:** N5

**RESPONSIBILITIES:** Work under direct supervision of and performs necessary support functions for the office of the Center Director. Clears, verifies material on CRIS-E and AS-400 terminals. Relieve director of routine administrative tasks. Assist with the development and implementation of proper office management, procedures. Respond to complaints and questions.

Prepares typed copy for the center director, e.g. reports, correspondence, minutes of meetings, tables, charts, certificates and/or contracts from rough draft, oral instruction or dictation; proofs copy and makes corrections; produces final copies on word processing personal computer. Creates designs for complex PC generated reports, charts and graphs.

Performs clerical tasks, e.g. screens and directs calls, maintains files, maintains inventory and orders office supplies; acts as receptionist; keeps records; makes appointments and travel arrangements for the director. Provide technical instructions to clerical staff. May also assist in the Reception Area upon the request of the director.

**MINIMUM QUALIFICATIONS:** Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus; 10 months experience as Typist 2, 8 months experience as Technical Typist or Stenographer 2 or 4 months experience as Secretary 1 (or 12 months experience performing like duties in private industry or other governmental offices) or completion of coursework to qualify for diploma in secretarial technology or associate degree in secretarial science. For those positions requiring manual dictation, applicant must also have 72 weeks training at high school or 4 courses at college level in shorthand and/or speedwriting (or 2 years experience) or equivalent.

**STARTING SALARY:** \$12.65 per hour/180 day probationary period.

**POSTING DATE:** Thursday, June 10, 2010

**DEADLINE FOR APPLYING:** Wednesday, June 16, 2010 at 5:00pm.

If interested, please send application/resume' to the Franklin County Human Resources Department, 373 South High Street, 25<sup>th</sup> Floor, Columbus, Ohio 43215.

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